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Training Liaison Officer, OO

Chief, Contact Division

Contact Division, OO, Professional Administrative Officer Program

10/31/51  
E.M.A.  
M. R. T.

25 October 1951

- REFERENCE:
- (a) Memorandum for the Record, dated 19 October 1951, by Training Liaison Officer, OO, Subject: Training Meeting 17 October 1951
  - (b) Attachment (a) to reference (a), dated 17 October 1951, Subject: Professional Administrative Officer Program

1. The administrative slots in the present table of organization of the Contact Division are filled. No increase is contemplated.

2. Refresher courses for field administrative assistants are held periodically in Washington. These are entirely devoted to meetings with representatives of Personnel, Finance, Administrative Services, and Procurement. Training would not be involved in this course.

3. No other administrative training course is required at present.

E. M. ASHCRAFT

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